

Procurement Overview

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July 12, 2023



Process Overview

Timeline



Long Range Planning

Capital Planning

Budget

Contracting



Project Implementation

Project Closeout





Procurement Governance

Federal

Washington State (RCW)

Tacoma City Charter

Tacoma Municipal Code (TMC)

Purchasing Policy

Purchasing Procedures (contained
in Purchasing Policy Manual)

Competitive Solicitation Required

- **Revised Code of Washington (RCW) Chapter 39**
 - Competitive solicitation required for Public Works and Improvements (Construction)
 - Competitive solicitation required for Architectural and Engineering (A&E) Services
- **Tacoma Municipal Code (TMC)1.06.254**

“Except as otherwise provided in this chapter, all purchases shall be by competitive solicitation.”

 - **Exceptions:** Sole Source, Not Practicable, Direct Negotiation or Emergency Waivers
- **Competitive Solicitation can be satisfied with use of other competitively solicited contracts**
 - aka “Piggybacking” or “Interlocal”



Where bid opportunities are advertised



www.tacomapurchasing.org



Washington's lectronic Business Solution
WEBS for Vendors



Competitive Solicitation Types

Solicitation Type	Typical Use
Request for Bids (RFB)	Supplies, Public Works and Improvements
Request for Proposals (RFP)	Professional Services, As-needed supply contracts, Special Projects
Request for Qualifications (RFQ)	Architectural & Engineering Services, or first step in Design Build Public Works projects
Request for Information (RFI)	Information gathering prior to issuing an RFB or RFP
3 Written Quotes	Small value purchases
Alternative Public Works:	Defined and authorized by RCW
<ul style="list-style-type: none"> Design Build 	Complex Public Works projects, two-step process; RFQ followed by RFP
<ul style="list-style-type: none"> Small Works Roster 	Small value Public Works projects. Solicitation issued only to suppliers registered on roster



Competitive Solicitation Processes

- **Formal Sealed**

- All contracts estimated over \$500,000 and others, including RFPs
- Posted publicly for longer term (minimum of five business days - typically for weeks)
- Advertised Call for Bids
- Opened in virtual and public meeting on Tuesdays

- **Informal**

- Contracts estimated \$50,000 - \$500,000 (unless Formal Sealed)
- Posted publicly
- Opened daily – results posted online

- **3-Written Quotes (under \$50,000)**

- Quotes are obtained from a minimum of 3 suppliers



Waivers of competitive solicitation

Waiver	Conditions
	<i>Event/Need</i>
Not Practicable to Bid	<ul style="list-style-type: none"> An immediate and important need for proposed construction, installation, repair, goods or services where the delay that would result from following the requirements of the competitive solicitation process would cause financial loss to the City or an interruption of vital services to the public. (TMC)
Emergency	<ul style="list-style-type: none"> A situation that is a threat to public safety, health or welfare Requires immediate construction, repair, or acquisition of goods or services to preserve or prevent damage or loss to public property, City operations and business, machinery or equipment. (RCW and TMC)
Sole Source	<ul style="list-style-type: none"> When it is only feasible to obtain a good or service from <u>one</u> supplier or service provider. (RCW and TMC) NOTE: Waiver approval limited to a three-year term
Direct Solicitation and Negotiation	<ul style="list-style-type: none"> Limited to Personal or Professional Services (excluding Architectural & Engineering) where Director of Utilities, City Manager, or their delegate(s) determine the action to be in the best interest of the City/Utilities. (TMC)



Request for Bids (RFB)

- For the procurement of supplies, purchased services, and public works and improvements
- Lowest bidder - The bidder submitting the lowest bid, in compliance with the specification and other factors contained in the RFB.
- Conducted as 3-written quotes, Informal bid or Formal sealed bids, depending on value and complexity.
- Equity in Contracting (EIC) requirements for most Public Works; expanding to Supplies/Services in the future.
- Price and terms are not negotiated



Request for Proposals (RFP)

- For purchases of services, software, or as-needed supplies
- Respondents may provide potential solutions to a problem or need
- Award is *not* based on pricing alone (best value).
- Minimum qualifications and evaluation factors identified in the solicitation
- Selection Advisory Committee (SAC) review and score submittals based on evaluation factors
- Conducted as a formal (sealed) solicitation no matter the value
- Contract may be negotiated with vendor



Competitive Solicitation Thresholds

<\$10K

- Department Delegated Authority
- Non-Repetitive Purchases

\$50K

- 3 Written Quotes
- EIC Delegated authority (OMWBE Certified Firms)

\$200K

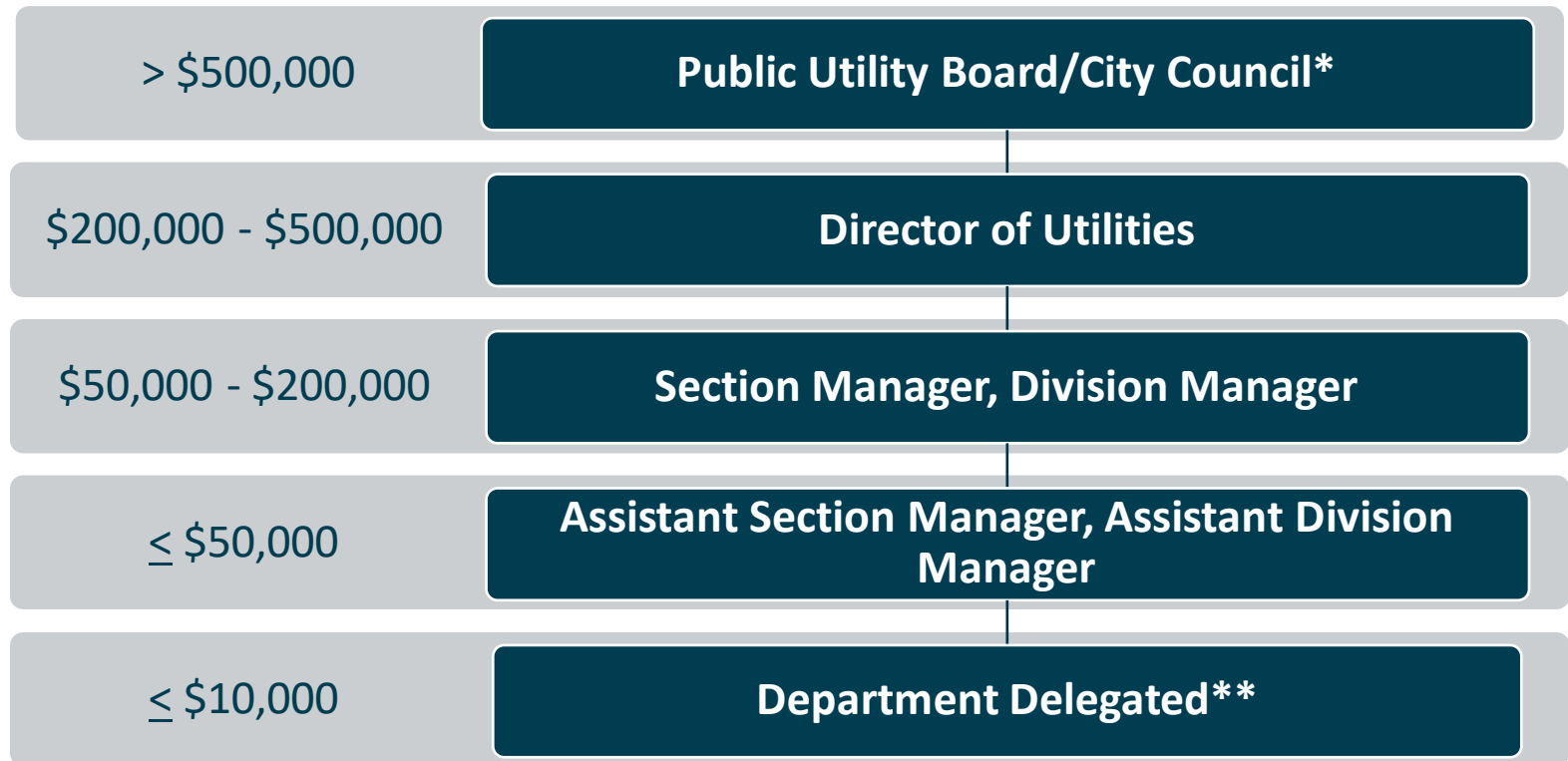
- Informal Solicitation (RFB)
- Small Works Roster for Public Works

>\$500K

- Formal Sealed Solicitation: Request for Bid (RFB), Request for Proposals (RFP)*, Request for Qualifications (RFQ)*
- **RFPs, RFQs and Public Works over \$200,000 are conducted as Formal Sealed regardless of estimated value.*



Approval hierarchy:



* Contracts and Awards Board (C&A) review and make recommendations to Public Utility Board/City Council on all contracts greater than \$500,000

** Purchasing coordinates all purchases greater than \$10,000

Board of contracts and awards



•Recommend award or rejection of purchases and contracts over \$500,000 prior to City Council or Utility Board action

- ✓ Contract awards and increases
 - ✓ Sole Source and Not Practicable to Bid Waivers
 - ✓ Sale of surplus property
 - ✓ Due Process for Protests over \$500,000
 - ✓ Excludes direct negotiation, emergency waivers and real estate transactions
- *Legal advisor to the Board – non-voting

Citywide Contracts

- **Multiple departments with common contracting needs**
- **Coordinated by Purchasing**
- **Saves time and can also save money**
 - Reduced administrative costs
 - Increased buying power
 - As-needed contract – no guarantee of specific spend
 - Contract values are based on estimates or past usage
- **Typically procured by Request for Proposal (RFP) or by piggybacking on competitively solicited cooperative contract or another agency contract.**
- **Citywide contracts resulting from a City competitive solicitation and valued over \$500,000 are submitted to both Public Utility Board and City Council for approval**



Questions?

Resources: www.tacomapurchasing.org

[Purchasing Policy](#)

[Terms and Conditions](#)

[Purchasing Glossary](#)

Thank you

